## Prevention Network Grant ~ Applicant Questions & Answers

**Q: Is indirect allowed?**

A: Limited to de minimis rate of 10% unless another rate has been federally negotiated

**Q: Does grant also cover Northern Windham County?**

A: Catchment area towns are outlined in the RFA, page 5. Project activities must primarily impact the individuals or communities of one or more towns in the White River Junction and Springfield Offices of Local Health Service Areas.

**Q: Can this grant cover costs of syringes or anything else not allowed by Federal grants?**

Syringes are not covered under federal funding opportunities so they would also not be allowed with this grant. Federal cost principles can be found here: [**cost principles in 2 CFR 200.400 – 200.475**](https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1.5&rgn=div6)**.** These funds come through the state to us to you, and they retain their character as federal funds. So any restriction that you were aware of on federal funds would apply to these funds.

**Q: Should an organization without a Conflict of Interest (COI) policy create one before applying?**

A: A COI policy would only be needed/required after an organization is selected for an award. If an organization does not have a COI policy, it only affects how much monitoring is needed for that sub grantee. If sub grantee wants to write a COI policy and would like some help, assistance is available. A checklist to assess your COI against best practices is currently being developed and we will share with all sub grantees.

**Q: Can the contact person listed on the coversheet change after an award has been granted?**

A: Yes, it can be changed. PNG program managers need to be notified ASAP. However, only 1 person is allowed to be listed as primary contact. Multiple names are not allowed in the grant management / reminder system.

**Q: Are grants that use other funds in the budget to achieve project goals favorable>? Is there an upward limit for a project budget, knowing that there's an award ceiling of $20,000.**

A: We are not looking to see that there are other funds used to contribute to a project, however that always makes a project more sustainable and is part of a project narrative. The budget template provided does not have columns for other funding sources. Most importantly, we will be looking at project costs in comparison to the work plan and make sure that the two make sense. The rigor of the project proposed needs to be supported by the budget. If there are discrepancies between the two, an organization may be asked to make adjustments. In short, the work plan template and the budget template should only cover this project. But in your narrative you can explain how this project fits into a larger picture for your organization.

**Q: For current sub grantees, it sounds like there's a gap of one month, October, between last year’s grant and this one, if selected. Is it true that any activity in October cannot be invoiced for?**

A: this is correct because the two awards have distinct funding sources.

**Q: Are there any notable changes in priorities and scope from last year's grant?**

A: No. However, some of the language may be refined a bit. There are far more resources available this year than last such as the Needs & Disparities Statement, the Data Dashboard, and the Policy Clearinghouse. These resources can really help to define a need and shape a project to fit that need. For policy projects, the Policy Clearinghouse provides many good examples and model policies. Links to all resources are available here: <http://mappvt.org/pnggrant>

**Q: Is there a way to estimate budgets for undefined projects? We hope to work with local partners to develop projects, but we don't know what those costs will be up front.**

A: If you articulate that is part of your plan, it will be ok. Put whatever details you have in the budget description area and make a guess on the amount. We might ask for a revision after project has been nailed down. Include, in the work plan, when you anticipate partner input in project / budget development.

**Q: Can a budget be adjusted mid grant?**

A: Yes, but it needs approval. A conversation with program managers is required. May require hospital and State of VT approval. Approval for any significant changes in budget scope is required by Federal regulation. Keep in mind this is only a 10.5 month grant, there may not be time to absorb large shifts in budget and / or program.

**Q: Can you define what is meant in the application by “key personnel”?**

A: key personnel is a term that comes from the federal requirements, and there are specific rules around key personnel. Generally somebody who's defined as key personnel is somebody who is essential to implementing the project, such as the project director. Simplified, “key personnel” is anyone that, if you did not have them, the project would not move forward.

If you have defined somebody as key personnel, prior approval is required if they are replaced on the project by another individual. Also, if the project director will be absent for more than 3 months or reduces their effort by more than 25%, prior approval is required. (See [2 CFR 200.308(c)](https://www.govinfo.gov/content/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-sec200-308.pdf))

**Q: Is there a limit to the # of “key personnel”?**

A: No

**Q: Is this an application for 2 years of funding?**

A: Funding is for 10.5 months only. This is the 2nd year of our PNG funding, not 2 years of funding for new applicants.

**Q: What was Melanie saying when her voice cut out? (see recording, around 37:25 mark)**

A: This was a statement regarding what was different from this year’s RFA from last years. In the matter of resources, versus last year, we did not have the needs and disparity statement developed. These new resources provide more guidance for this year. That was our hope, that the second year of funding would be addressing some of the needs and disparities identified in that statement. We also didn't have the data dashboard or the Policy Clearinghouse resources last year. So, the overall PNG scope and project hasn't changed, but it's been enhanced greatly by the new resources that have been created this year.

**Q: Do budgeting questions count as “technical assistance”?**

A: They do. Jackie Borella is the Finance Director for the Collaborative and can be offered as support in this opportunity because she is not involved in making award decisions. . Please submit any budgeting questions to subawards@mahhc.org and they will be forwarded to Jackie. She will be available only after the Letters of Intent come through, Sept. 4th.

**Q: Can you submit costs or budget for unrelated projects?**

A: Think about what you mean by “unrelated”. We don’t want to see narrative for one part of a project and then budgeted activities that have no tie back to project narrative or work plan. It is best to tie everything together. Reviewers do not know applicants. You will want reviewers to know how you are tying all activities to an overall mission. Where possible, zoom out to a scope or larger theme (such as a population-level indicator) that connects all projects together.